

## Patient Move Setup Checklist

ACTIVITY	STATUS	RESPONSIBLE	COMMENTS
1. Testing			
A. Make sure test environment is patched-to-date, with all appropriate files, routines and data tables.			
B. Package Setup DG, HL7, RG, EAS, MPI			
C. Coordinate test plan and schedule with MPI and HCdM service. Include ESR if firing off queries			
D. Add Station number entries to ADR system tables (Stage 1A, DEV, SQA, pre-prod and production) approve with PSIM			
E. Identify and Prepare test patient data from legacy data base (scrub data)			
F. Develop undo patient merge utility			
2. Package(s) Setup			
A. DG, SD, EAS, MPI, IVM, HL7, RG Parameters			
B. Populate DG, HL7, MPI needed mail groups and keys			
C. Verify logical links needed with correct IP Addresses and EAS and RG protocols added and activated			
D. Verify new VA* logical link is in legacy, production and MPI database.			
E. Domain and Institution file entries are correct			
F. Verify Background Tasks are running			
G. Local/Missing ICN Resolution Background Job			
H. Identify HAS staff for to run/review reports –			
I. Inconsistencies checker, MPI and EnE rejection reports, Demographic Update options, etc.			
J. Identify and Match needed Pointer files			
K. Identify generic default user			

ACTIVITY	STATUS	RESPONSIBLE	COMMENTS
3. Remote Database(s)			
A. Capri – Setup site as a test site until go live time			
B. HDR, MHV, ADR, Legacy HEC, ESR, and MPI make sure they have station entered in table files and ready for go live date.			
C. Get necessary approvals on schedules			
D. Coordinate Implementation Plan and schedule with VIE, MPI, HCdM, ESR, sites IT staff, key persons			
4. Documents			
A. Develop Implementation Plan and Schedules			
B. Communication document - Identify all parties involved to be informed of updates, problems, after hour contact numbers			
5. System Preparation			
A. Verify journal space and auto flip is on			
B. Disk space for D* and A* global growth			
6. VMS and programmer access needed			